
3600 Family Caregiver Support Program

3601 Overview

The Family Caregiver Support Program (FCS) is intended to provide a multifaceted system of support services for family caregivers and for grandparents or older individuals who are a relative caregiver, including information, assistance, counseling, support groups, training, respite, and supplemental services. For family members of individuals who informally provides care to older individuals, the program will help sustain their efforts to care for older individuals who have a chronic illness or disability and will promote the ability of older individuals to remain in their homes and local communities instead of being placed in residential facilities. For grandparents and relative caregivers of children, the program will promote retention of these children in a nurturing family environment instead of placement in foster care.

This chapter provides an outline of the Aging and Adult Administration operational principles and procedures for the FCS. **This policy chapter is subject to change as additional information and/or regulations are received from the U.S. Department of Health and Human Services, Administration on Aging.**

Reference: Older Americans Act of 1965, as Amended in 2000, P.L. 106-501, Title III (E), National Family Caregiver Support Act, Subpart 1, Caregiver Support Program, §371, §372 and §374; A.R.S. Article 7, §46-181, §46-182 and Article 8, §46-191, §46-192, and §46-193.

3602 Operational Principles

3602.1 The Area Agency on Aging, or entity that such agency has contracted with, shall develop a multifaceted system of caregiver support services as follows:

- A) Information to caregivers about available services.
- B) Assistance to caregivers in gaining access to the services.
- C) Individual counseling, organization of support groups, and caregiver training to caregivers to assist the caregivers in making decisions and solving problems relating to their care-giving roles.
- D) Respite care to enable caregivers to be temporarily relieved from their care-giving responsibilities.
- E) Supplemental services, on a limited basis, to complement the care provided by caregivers.

3602.2 Services shall be provided to the following:

- A) Family caregivers defined as adult family members, or another individual, who is an informal provider of in-home and community care to an older individual.
- B) Grandparents or older individuals who are relative caregivers defined as a grandparent or step-grandparent of a child, or a relative of a child by blood or marriage, who is 60 years of age or older; and

- 1) Lives with the child not more than 18 years of age.
 - 2) Is the primary caregiver of the child because the biological or adoptive parents are unable or unwilling to serve as the primary caregiver of the minor child.
 - 3) Has a legal relationship to the child, such as legal custody or guardianship, or is raising the child informally.
- 3602.3 Priority shall be given to family caregivers, and to grandparents or older individuals who are relative caregivers, who are caring for an older individual or eligible child, and who are in greatest social and economic need (with particular attention to low-income an older individual), those residing in a rural or geographically isolated area, and an older individual providing care and support to children who have mental retardation and related developmental disabilities.
- 3602.4 In implementing the FCS, the Area Agency on Aging, or entity that such agency has contracted with, shall provide all service recipients with an opportunity to voluntarily contribute to the cost of services received in accordance with the Older Americans Act Amendments of 2000 §315 (b) and the Aging and Adult Administration Policies and Procedures Chapter 2900 – Service Contributions.
- 3602.5 In implementing the FCS, the Area Agency on Aging, or entity that such agency has contracted with, may choose to implement cost sharing in accordance with the Older Americans Act Amendments of 2000 §315 (a) and the Aging and Adult Administration Policies and Procedures Chapter 2900 – Service Contributions.
- 3602.6 The Area Agency on Aging shall collect data and maintain records relating to the FCS. These records will enable the Aging and Adult Administration to monitor program administration and compliance, and to evaluate and compare the effectiveness of the FCS.

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Operational Procedures

- 3603.1 Each Area Agency on Aging shall provide a multifaceted system of caregiver support services for family caregivers and for grandparents of older individuals who are relative caregivers. It is the intent of the Aging and Adult Administration that a multifaceted system include funding or program development for all services identified in 3602.1 and address all groups identified in 3602.2.
- 3603.2 Funds allocated under FCS for services provided by an Area Agency on Aging, or entity that such agency has contracted with, shall be expended as follows:
- A) Information to caregivers about available services. *Examples include outreach, community education and information, and information and referral.*
 - B) Assistance to caregivers in gaining access to the services. *Examples include case management and information and referral (assistance).*
 - C) Individual counseling, organization of support groups, and caregiver training to caregivers to assist the caregivers in making decisions and solving problems relating to their care-giving roles. *Examples include supportive intervention/guidance counseling, peer counseling, and caregiver training.*

- D) Respite care to enable caregivers to be temporarily relieved from their care-giving responsibilities. *Examples include respite care and adult day care/adult day health care.* Temporarily means not more than an average of eight hours per week. For emergency respite services, temporarily means not more than three days. Documentation must be provided to justify situation in excess of the aforementioned hour and/or day limitations.
- E) Supplemental services on a limited basis, to complement the care provided by caregivers *Examples include home repair/renovation and adaptive aids and devices.* **On-going direct payments to caregivers shall not be allowed in the FCS.** Limited basis means the following dollar thresholds: A \$1,500 cap per client/home for the Home Repair/Renovation and a \$1,000 cap per client for Adaptive Aids and Devices. For other supplemental services, limited basis means a maximum of \$2,000 per family per year.

3603.3 The Area Agency on Aging may use not more than twenty percent of the funds allocated under FCS to provide supplemental services.

3603.4 The Area Agency on Aging may use not more than ten percent of the funds allocated under the FCS to provide support services to grandparents and an older individual who is a relative caregiver.

3603.5 The services provided under the FCS shall supplement, and not supplant, any services described in 3603.2 of this policy.

3603.6 Services specified in 3603.2 (d) and (e) shall be provided to a family caregiver who is providing care to an older individual who is determined to be functionally impaired because the individual is unable to perform at least two activities of daily living or instrumental activities of daily living without substantial human assistance, including verbal reminding, physical cueing or supervision. Functional screening is **not** required for grandparents or an older individual who is a relative caregiver to receive these services. (Refer to the Policy and Procedure Manual Chapter 3120 - Case Management for NMHCBS.)

3603.7 The Area Agency on Aging, or entity that such agency has contracted with, shall ensure the provision of the full range of caregiver support services in the community by coordinating its activities with the activities of other community agencies and voluntary organizations providing supportive services to family caregivers and grandparents or an older individual who is a relative caregiver of children.

3603.8 The Area Agency on Aging is required to provide 10% of the non-Federal share of the cost of carrying out a program under FCS. The non-Federal share must be provided from Local sources and may be met with cash or in-kind expenditures.

- A) Expenditures used to satisfy the non-Federal share requirement must be related to the purpose of FCS and may not be used to meet maintenance of effort or non-Federal share requirements in other Federal programs, including other sections of the Older Americans Act, Title III.
- B) Expenditures previously used to “over match” other programs may be used to satisfy the non-Federal share requirement in the FCS provided that those expenditures no longer are counted toward meeting the non-Federal share requirement of such other programs and those expenditures are related to the purpose of the FCS.

3603.9 The Area Agency on Aging, or entity that such agency has contracted with, choosing to implement cost sharing in the FCS shall do so in accordance with the Older Americans Act Amendments of 2000 §315 (a). The Area Agency on Aging may not implement cost sharing and seek voluntary contributions for the same individual for the same service.

3604 Operational Procedures for Family Caregiver Support Program Reporting Requirements

3604.1 The Area Agency on Aging shall collect data and maintain records relating to the FCS as defined in the Aging and Adult Administration Policy Chapter 1600.